SVRS Project Newsletter

Office of Secretary of State Todd Rokita

County Action Items

- ◆ *Cleanup not assigned voters*

- ◆ *Assign any missing precinct splits*

- ◆ *Assign poll locations to precincts participating in the 2007 Primary Election*

Welcome

Greetings, Election Officials!

With the Primary Election only weeks away, I recognize that this is a very busy time for all of you. I sincerely appreciate the long hours and hard work that you all put in for election preparation.

This issue of the SVRS project newsletter is intended to make sure counties are aware of election preparation tasks that need attention as we look forward to the Primary Election and to recommend helpful resources in order to prepare for it.

Again, **thank you** for your diligence and continued leadership. We have accomplished a lot together in a relatively short amount of time!

Todd Rokita, Indiana Secretary of State

Supplemental Poll Books

The SVRS Project Team will no longer be providing counties with the service of having 'pending' voters appear on the poll books. Instead of this format, the SVRS now provides a "Supplemental Poll Book" to capture those voters in 'pending' status at the time of official poll book printing.

For example, official poll books containing active and inactive voters are processed on April 17th by leaving the 'as of date' field blank.

In order to generate a "Supplemental Poll Book," the user will enter a date greater than April 17th into the 'as of date' field.

Poll Books Generate

Election: *	2007 Primary Election ◈
Precinct(s): *	Available: 01 001 / 01 002 / 01 003 / 01 004 / 01 005 [Select] [Select All] [Remove] [Remove All] Selected:
Type: *	Primary Poll Book 8 1/2 x 14
As of Date:	04/18/2007
Central Count ABS:	☐
Send to County Folder:	☐
Include Confidential:	No
[View/Print]	

Using this date, the "Supplemental Poll Book" will be produced containing voters whose status has changed from pending to active since the last printing of the poll book (April 17th in this example).

Please refer to the March16th build notes under the section "Poll Book Enhancements" published on the County Portal for additional information.

Quest will also be offering user training around poll book generation in two WebEx sessions taking place on April 17th and 19th. Please watch your e-mail for Quest Help Desk updates regarding WebEx training.

BMV Hopper Processing

The SVRS Project Team would like to remind county users that you do not need to wait for the paper version of a BMV registration application before completing the processing of an electronic BMV hopper registration. Under House Enrolled Act 1011, SECTION 145, counties are allowed to process BMV registrations from the SVRS Hopper without receiving the physical hard paper copy of the registration application from the BMV.

If your county is reluctant to process a BMV registration without receiving a paper copy, please contact John Parry the Assistant Commissioner of Branch Operations at the Indiana Bureau of Motor Vehicles. John Parry can be contacted directly at (317) 233-0633 with specific questions regarding voter registrations processed through the BMV.

For additional information regarding this topic, counties should reference "SOP_VRG9.1_BMV Registrations in First Tuesday" in the County Portal under the SVRS Standard Operating Procedures.

Poll Location Assignment

Counties are reminded to assign a poll location to each precinct participating in the 2007 Primary Election. As you may already know, this data feeds directly into the SVRS Public Portal (www.IndianaVoters.com) and allows voters to find their poll locations online.

For instructions on how to assign a poll location to a precinct, please refer to the "How to Assign a Poll Location to an Election" Step-by-Step document located on the County Portal under Shared Documents in the Training folder.

Precinct Split Updates

In recent weeks, the State and Quest have been making an effort to get all undefined "splits" existing in counties recorded in the SVRS system.

A "precinct split" occurs when election district boundaries do not follow precinct boundaries and will require the voters in the same precinct to get more than one different ballot type (or no ballot, at all in the case of the 2007 elections, if some voters do not live in the city or town).

Indiana Code 3-7-29-2 *requires* that the county document split designations in SVRS for any precinct with a "precinct split."

Counties must have a split assigned to all affected precincts in the county. Split designation is crucial as SVRS information is provided to party candidates as well as to election officials. Counties who choose to not document split information within SVRS or to run elections without the split information do so at their own risk.

It is the responsibility of each county to ensure that there is at least one precinct split established for each affected precinct in SVRS. To view the split(s) that are currently assigned to the precincts in your county, you can run the "County Precinct Key" report. This report is located in the Reports Library under the Election category. If your county would like to update the split information in SVRS or has additional questions regarding this subject, please contact the SVRS Help Desk at 1-888-467-8771 or insvrssupport@questis.com.

Not Assigned Voters and Poll Books

As the Primary Election approaches and counties run their Voter Status Count by Precinct and Split Report, an extra line called "Not Assigned" may be noticed.

Split Precinct Example

HARRISON EAST						
NOT ASSIGNED	385	106	491	0	0	97
OUT OF TOWN	94	27	121	1	0	0
VERA CRUZ	4	0	4	1	0	0
Precinct Subtotal	483	133	616	2	0	97

Non-Split Precinct Example

JACKSON						
0	390	121	511	0	0	1
NOT ASSIGNED	88	27	115	0	0	124
Precinct Subtotal	478	148	626	0	0	125

"Not Assigned" refers to any voters who have not been assigned to a split designation within the SVRS.

It is each county's responsibility to identify these "Not Assigned" voters and assign them to their correct precinct/split. If these voters are "Not Assigned" to their proper precinct/split, it will impact the effectiveness of your county's poll books by confusing your poll workers.

Below is an illustration of what a poll book will look like if there are "Not Assigned" voters within precincts holding elections:

Voter Assigned A Split

Voter Not Assigned A Split

**Please note that counties who are holding elections in precincts where one split covers the entire precinct but you still have "Not Assigned" voters on the "Voter Status Count" report, the "Not Assigned" voters will show a blank next to the split description on the poll book.

To avoid any confusion with your county's poll workers, please update these "Not Assigned" voters to reflect the proper precinct/split.

If you need further instruction on how to cleanup "Not Assigned" voters within SVRS, please refer to the "Reprecincting" Step-by-Step document located on the County Portal under Shared Documents > Training folder.

Expanded Quest Help Desk Support

The State has recently expanded the SVRS Help Desk support services to accommodate County needs during the election period.

Help Desk Support Hours:
Monday – Friday: 7am to 8pm   (Indianapolis Time)
Saturday: 8am to 6pm   (Indianapolis Time)
Election Day: 6am to 8pm   (Indianapolis Time)

April						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14 Help Desk Hours 8am – 6pm
		Help Desk Hours 7am – 8pm				
15	16	17	18	19	20	21 Help Desk Hours 8am – 6pm
		Help Desk Hours 7am – 8pm				
22	23	24	25	26	27	28 Help Desk Hours 8am – 6pm
		Help Desk Hours 7am – 8pm				
29	30 Help Desk Hours 7am – 8pm					

May						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 Help Desk Hours 8am – 6pm
		Help Desk Hours 7am – 8pm				
6	7 Help Desk Hours 7am – 8pm	Primary 8 Election Day Help Desk Hours 6am –8pm	9	10	11	12
			Help Desk Hours 7am – 8pm			
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Counties who require emergency assistance can call the Quest Help Desk at (888) 467-8771 and follow the prompts during non-business hours and a Quest staff member will be paged.

For more SVRS Project information, please contact your County Coordinator or the HAVA Administrator

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